

~~SECRET~~
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) HANSON (First) Helen (Middle) E.	2. DATE OF BIRTH 16 July 1913	3. SEX F	4. SERVICE DESIGNATION <div></div>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OCR/OAD/Administrative Staff		6. OFFICIAL POSITION TITLE Administrative Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OP 11 October 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 6 October 1956 - 6 October 1957	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE

10 Oct. 1957

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

D. SUPERVISOR'S OFFICIAL TITLE

DAD

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Posted Pos. Control	DATE 10 OCT 1957
Reviewed	10/22

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE

10 Oct. 1957

B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

AD/CR

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

6 INSERT RATING NUMBER	1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

~~SECRET~~

Performance

(4)

~~SECRET~~

NOTICE OF EMPLOYER DESIGNATION FOR TAX PURPOSES



HANSON HELEN E *pk*

EMPLOYER IS CIA AS OF 7 JUNE 1964

~~SECRET~~

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR=ST	OLD SALARY	NEW SALARY
HANSON HELEN E			GS 14 6	\$14,970	\$15,865

1. LAST NAME HANSON		FIRST NAME HELEN		INITIAL(S) E		2. APPOINTMENT DATA Entered on duty 10/06/47 F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/>			3. TOTAL SERVICE FOR LEAVE (as of date of separation)		
4. DATE AND NATURE OF SEPARATION Resignation 04/03/64						Subject to Sec. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/> Ceased to be subject to Sec. 203(d) on _____ Annual Leave Bal. _____			Years 6	Months 5	Days 27
SUMMARY OF ANNUAL AND SICK LEAVE						SUMMARY OF HOME LEAVE					
(HOURS)						(DAYS)					
5. Balance from prior leave year ended 1-4						14. Date arrival abroad for HL purposes _____					
19 64						15. Current balance as of _____ 19 _____					
6. Current leave year accrual through 03/28						16. 12-month accrual rate _____					
19 64						17. Dates leave used, prior 24 months _____					
7. Total						18. Monthly accrual date _____					
8. Reduction in credits, if any (current year) _____						19. Calendar days credit for next accrual date _____					
9. Total leave taken						20. Date basic service period completed _____					
10. Balance						21. Dates during current calendar yr. 0 to 0					
11. Total hours paid in lump sum 240						22. Dates during preceding calendar yr. 0 to 0					
12. Salary rate(s) 15,865.00						MILITARY LEAVE					
13. Lump sum leave dates: From 0830/4-6-64 to 1700/5-15-64 8 (Hours)						ABSENCE WITHOUT PAY					
<div style="border: 1px solid black; width: 150px; height: 30px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) 13 April 64 </div> <div style="display: flex; justify-content: space-between;"> For chief payroll (Telephone) </div>						<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px;">LWOP or Furlough</div> <div style="border: 1px solid black; padding: 2px;">AWOL or Suspension</div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">0</div> </div> </div>					
						<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">0</div> </div> </div>					
23. During leave year in which separated						24. During step-increase waiting period which began on 10/27/63					
25. During 12-month HL accrual period (dates): _____											

SCD: 03/29/43

8 APR 64

~~SECRET~~
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
		HANSON HELEN E	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
RESIGNATION		NO. DA. YR. 04 03 64	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
8. CSC OR OTHER LEGAL AUTHORITY			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDI/OCR OFFICE OF THE ASSISTANT DIRECTOR ADMINISTRATIVE STAFF		WASH., D. C.	
11. POSITION TITLE		12. POSITION NUMBER	
ADM OFFICER CH			
13. SERVICE DESIGNATION			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS			
16. GRADE AND STEP		17. SALARY OR RATE	
14 6		15865	
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE
		NUMERIC ALPHABETIC	
23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE
		MO. DA. YR. 07 16 13	MO. DA. YR.
27. DATE OF LEI	28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA
MO. DA. YR.	MO. DA. YR.	1 - CSC 3 - FICA 5 - NONE	CODE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
TYPE MO. DA. YR.			
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY
CODE	0 - NONE 1 - 5 PT. 2 - 10 PT.	MO. DA. YR.	MO. DA. YR.
39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE
CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE	FORM EXECUTED
			1 - YES 2 - NO
43. FEDERAL TAX DATA	44. STATE TAX DATA	45. NO. TAX EXEMPTIONS	46. FORM EXECUTED
CODE	CODE	1 - YES 2 - NO	1 - YES 2 - NO
SIGNATURE OR OTHER AUTHENTICATION			

POSTED

9 APR 1964

FORM 11-62 1150

Use Previous Edition

~~SECRET~~

9 APR 1964

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours			
		HANSON HELEN E							
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI
GS 14	5	\$14,545	10/29/61	GS 14	6	\$14,970	10/27/63		
8. Remarks and Authentication									
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS [] AUDITED BY []									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMRETENCE.									
SIGNATURE: [Signature] DATE 14 August 1963									
PAY CHANGE NOTIFICATION []									

Form 9-61 560

Obsolete Previous Edition

(4-51)

~~SECRET~~
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. NUMBER 05/11/63		2. NAME (LAST-FIRST-MIDDLE) HANSON HELEN E	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE MO. DA. YR. 05 01 63	
5. CATEGORY OF EMPLOYMENT		6. COST CENTER NO. CHARGEABLE	
7. FUNDS DDI/OCR		8. CSC OR OTHER LEGAL AUTHORITY DISTRICT OF COLUMBIA, US	
9. ORGANIZATIONAL DESIGNATIONS		10. POSITION NUMBER	
11. POSITION TITLE ADM OFFICER		12. CAREER SERVICE DESIGNATION	
13. CLASSIFICATION SCHEDULE (GS, 18, etc.) GS		14. OCCUPATIONAL SERIES	
15. GRADE AND STEP 14		16. SALARY OR RATE	
17. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			
<div>POSTED 17 MAY 1963</div>			

Form 1150B
1-63 MFG. 1-63

Use Previous
Edition

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND
DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
HANSON HELEN E				14 5	\$13250	14 5	\$14545

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
		HANSON HELEN E		DDI/OCR /						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 14	4	\$12,990	05/01/60	14	5	\$13,250	10/29/61			
8. Remarks and Authentication										
<p>✓ NO EXCESS LWOP</p> <p>/ / IN PAY STATUS AT END OF WAITING PERIOD</p> <p>/ / IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">SECRET</p> <p align="center">PAY CHANGE NOTIFICATION</p>										

Form 560
7-60

Obsolete Previous
Edition

SECRET

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
<input type="checkbox"/>	HANSON HELEN E	<input type="text"/>		GS-14 4	\$12,075	\$12,990

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
		HANSON HELEN E				DDI/OCR /					
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 14	3	\$11,835	11	02	58	GS 14	4	\$12,075	05	01	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
<div align="center"> </div>											
PAY CHANGE NOTIFICATION											

FORM
2-59

560 OBSOLETE PREVIOUS EDITION
REPLACES FORM 560a. AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

11908

~~SECRET~~
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT							
	HANSON HELEN E	DDI/OCR-1									
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 14	2	\$11,595	05	05	57	GS 14	3	\$11,835	11	02	58
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR						DATE		S			
						10 Oct 58					
PERIODIC STEP INCREASE CERTIFICATION											

FORM NO. 560
1 MAR. 56

~~SECRET~~

PERSONNEL FOLDER

(4)

~~SECRET~~
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
	HANSON HELEN E	DDI/OCR		
6. OLD SALARY RATE				
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	
			MO.	DA. YR.
GS 14	2	\$11,595	05	05 57
7. NEW SALARY RATE				
GRADE	STEP	SALARY	EFFECTIVE DATE	
			MO.	DA. YR.
GS 14	3	\$11,835	11	02 58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER				
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP			9. NUMBER OF HOURS LWOP	
IF EXCESS LWOP, CHECK FOLLOWING:				
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD			10. INITIALS OF CLERK	
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			11. AUDITED BY	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL				
12. PROJECTED SALARY RATE AND EFFECTIVE DATE			13. REMARKS	
GRADE	STEP	SALARY	MO.	DA. YR.
14. AUTHENTICATION				
<p>05 MAR 58 11:00</p> <p>HONOLULU BRANCH</p> <p>SECRET</p>				
PERIODIC STEP INCREASE - AUTHENTICATION				

FORM NO. 560b
1 MAR. 58

~~SECRET~~

PERSONNEL FOLDER

(4)

~~SECRET~~

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
HANSON HELEN E	<div></div>	GS-14-2	\$10,535	\$11,595

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

~~SECRET~~

~~SECRET~~
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT							
	HANSON HELEN E	DDI/OCR									
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	1	\$10,320	11	06	55	14	2	\$10,535	05	05	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUDITED BY		
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
O. H. STEWART											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b
1 MAR. 56

~~SECRET~~

PERSONNEL FOLDER

(4)

~~SECRET~~
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
		HANSON HELEN E				DDI/OCR-/					
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	1	\$10,320	11	06	55	14	2	\$10,535	05	05	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED OR PRINTED NAME OF SUPERVISOR			DATE								
			5 April 1957								
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 56

~~SECRET~~

PERSONNEL FOLDER

(4)

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIALS), AND SURNAME) MISS HELEN E. HANSON		2. DATE OF BIRTH 16 Jul 1913	3. JOURNAL OR ACTION No.	4. DATE 4 Nov 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 6 Nov 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM		TO		
Admin. Officer GS 13 \$9,420.00 per annum DDI/OCR		Admin. Officer GS 14 \$10,320.00 per annum DDI/OCR Office of Assistant Director Administrative Staff Washington, D. C.		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE WWII OTHER 5-PT. 10-POINT DISAB. OTHER <input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL <input type="checkbox"/>		
15. SEX F	16. RACE W	17. APPROPRIATION FROM: <input type="text"/> TO: Same		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<div style="text-align: right;">10 NOV 1955</div>				
ENTRANCE PERFORMANCE RATING: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14 <input type="radio"/> 15 <input type="radio"/> 16 <input type="radio"/> 17 <input type="radio"/> 18 <input type="radio"/> 19 <input type="radio"/> 20 <input type="radio"/> 21 <input type="radio"/> 22 <input type="radio"/> 23 <input type="radio"/> 24 <input type="radio"/> 25 <input type="radio"/> 26 <input type="radio"/> 27 <input type="radio"/> 28 <input type="radio"/> 29 <input type="radio"/> 30 <input type="radio"/> 31 <input type="radio"/> 32 <input type="radio"/> 33 <input type="radio"/> 34 <input type="radio"/> 35 <input type="radio"/> 36 <input type="radio"/> 37 <input type="radio"/> 38 <input type="radio"/> 39 <input type="radio"/> 40 <input type="radio"/> 41 <input type="radio"/> 42 <input type="radio"/> 43 <input type="radio"/> 44 <input type="radio"/> 45 <input type="radio"/> 46 <input type="radio"/> 47 <input type="radio"/> 48 <input type="radio"/> 49 <input type="radio"/> 50 <input type="radio"/> 51 <input type="radio"/> 52 <input type="radio"/> 53 <input type="radio"/> 54 <input type="radio"/> 55 <input type="radio"/> 56 <input type="radio"/> 57 <input type="radio"/> 58 <input type="radio"/> 59 <input type="radio"/> 60 <input type="radio"/> 61 <input type="radio"/> 62 <input type="radio"/> 63 <input type="radio"/> 64 <input type="radio"/> 65 <input type="radio"/> 66 <input type="radio"/> 67 <input type="radio"/> 68 <input type="radio"/> 69 <input type="radio"/> 70 <input type="radio"/> 71 <input type="radio"/> 72 <input type="radio"/> 73 <input type="radio"/> 74 <input type="radio"/> 75 <input type="radio"/> 76 <input type="radio"/> 77 <input type="radio"/> 78 <input type="radio"/> 79 <input type="radio"/> 80 <input type="radio"/> 81 <input type="radio"/> 82 <input type="radio"/> 83 <input type="radio"/> 84 <input type="radio"/> 85 <input type="radio"/> 86 <input type="radio"/> 87 <input type="radio"/> 88 <input type="radio"/> 89 <input type="radio"/> 90 <input type="radio"/> 91 <input type="radio"/> 92 <input type="radio"/> 93 <input type="radio"/> 94 <input type="radio"/> 95 <input type="radio"/> 96 <input type="radio"/> 97 <input type="radio"/> 98 <input type="radio"/> 99 <input type="radio"/> 100				
Director of Personnel				

4. PERSONNEL FOLDER COPY

☆ U. S. GOVERNMENT PRINTING OFFICE: 1954-313735

STEP INCREASE CERTIFICATION

CONFIDENTIAL
(When Filled In)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1954-320030

Organizational designation:	2. Payroll period	3. Block No.	4. Slip No.
Name (and social security account number when appropriate): J. MELLEN E.	6. Grade and salary GS-13 \$9205		

PAYROLL CHANGE DATA

BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.		NET PAY

11. Appropriation(s) OCO 1	12. Prepared by 28 Jul 55
-------------------------------	------------------------------

<input type="checkbox"/> Step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase			
15. Date last equivalent increase 11 Mar 54	16. Old salary rate \$9205	17. New salary rate \$9420	18. Performance rating is satisfactory or better SERVICE AND CONDUCT ARE SATISFACTORY

(Fill in appropriate spaces covering LWOP ing periods)

(Check applicable box in case of excess LWOP)

LWOP. Total excess LWOP

Copy starts at end of waiting period
On LWOP date at end of waiting period.

Initials of Clerk

UM NO. 1126d—Revised

1 by Comp. Gen., U. S.
254, General Regulations No. 102

PAYROLL CHANGE SLIP — PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) MISS HELEN E. HANSON		2. DATE OF BIRTH 16 July 1913	3. JOURNAL OR ACTION NO.	4. DATE 9 April 1954
<i>This is to notify you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) REASSIGNMENT		6. EFFECTIVE DATE 11 Apr 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM		TO		
8. POSITION TITLE Adm. Officer		9. SERVICE, SERIES, GRADE, SALARY GS-13 \$8560.00 per annum		
10. ORGANIZATIONAL DESIGNATIONS DDI/OCD Office of Assistant Director Administrative Staff		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>		
15. SEX F	16. RACE N	17. APPROPRIATION FROM: <input type="checkbox"/> TO: Same		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Iowa		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
22. SIGNATURE OR OTHER AUTHENTICATION				

ENTRANCE PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

★ U. S. GOVERNMENT PRINTING OFFICE

19347

4/9/54

★ U		GOVERNMENT PRINTING OFFICE: 1950	
1. Agency and organizational designations		2. Pay roll	3. Block No.
5. Employee's name (and social security account number when appropriate) HANSON, Helen E.		6. Grade and salary GS-13 \$8360.00	
PAY ROLL CHANGE DATA			
	BASE PAY	OVERTIME	GROSS PAY
7. Previous normal			
8. New normal			
9. Pay this period			
10. Remarks:		11. Appropriation(s) DDI/OCT	12. Prepared by de 1/22/54
		13. Audited by	
<input type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase			
14. Effective date 14 Mar 54	15. Date last equivalent increase 14 Sep 52	16. Old salary rate \$8360.00	17. New salary rate \$8560.00
18. Performance rating is satisfactory or better.			
(Signature or other authentication)			
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):			
<input type="checkbox"/> No excess LWOP. Total excess LWOP			
(Check applicable box in case of excess LWOP) <input type="checkbox"/> LWOP status at end of waiting period. <input type="checkbox"/> LWOP status at end of waiting period.			
Initials of Clerk			

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) Miss Helen E. Hanson		2. DATE OF BIRTH 7/16/13	3. JOURNAL OR ACTION NO.	4. DATE
<i>This is to notify you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 9/14/52	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)	
FROM Administrative Officer		TO Administrative Officer		
CS \$7240.00 per annum		CS \$8360.00 per annum		
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS Office of Collection & Dissemination Office of Assistant Director Administrative Staff		
11. HEADQUARTERS Washington, D. C.		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>		
15. SEX F	16. RACE W	17. APPROPRIATION FROM: <input type="checkbox"/> TO: <input type="checkbox"/>		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Iowa
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
ENTRANCE PERFORMANCE RATING: 1				
22. SIGNATURE OR OTHER AUTHENTICATION Chief, Personnel Division				

1. Agency and organizational designations CENTRAL INTELLIGENCE AGENCY <i>Administrative Staff</i>					2. Pay <i>iod</i>		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) Miss Helen E. Hanson					6. Grade and salary GS-12 \$7040.00					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks					11. Appropriation(s)			12. Prepared by		
								13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date 8/17/52	15. Date last equivalent increased 2/18/51	16. Old salary rate \$7040.00	17. New salary rate \$7240.00	18. Performance rating is satisfactory or better (Signature or other authentication)						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of LWOP) <input type="checkbox"/> In pay status at end of reporting period <input type="checkbox"/> In LWOP status at end of reporting period						
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP none				Initials of Clerk						

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY *7/13*

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS.-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Miss Helen E. Hanson		7/16/13		2/16/51
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promotion		2/18/51	Schedule A-6.116(b)	
FROM		TO		
Administrative Officer GS-11 GS- [] \$5600.00 per annum Collection and Dissemination Administrative Staff Office of the Chief Washington, D. C.		3. POSITION TITLE 9. SERVICE, SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS Washington, D. C.		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE WWII OTHER 5-PT. 10-POINT DISAB. OTHER <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		NEW VICE I. A. REAL <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1/14/49		
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)
F	W	FROM: [] TO: []		Yes
		19. DATE OF APPOINTMENT OF AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Iowa
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT. 1951 SALARY ADJUSTED TO \$ <u>7040</u> ^w				
ENTRANCE EFFICIENCY RATING: [] [] Chief, Personnel Division [] 26-37 22. SIGNATURE OR OTHER AUTHORITY ON				

1. Agency and organizational designation CENTRAL INTELLIGENCE AGENCY				2. Staff-Officer/Chief				3. Roll period		4. Slip	
5. Employee's name Miss Helen A. Hansen								6. Grade and salary GS-11 \$5400.00			

PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND		NET P
7. Previous normal									
8. New normal									
9. Pay this period									

10. Remarks:						11. Appropriation(s)		12. Prepared by	
								13. Audited by	

<input checked="" type="checkbox"/> Periodic step-increase. <input type="checkbox"/> Pay adjustment. <input type="checkbox"/> Other step-increase			
14. Effective date 9/17/50	15. Date last equivalent increase 3/20/49	16. Old salary rate \$5400.00	17. New salary rate \$5600.00

20. LWOP data (Fill in appropriate spaces covering LWOP during following periods:)		(Check applicable box in case of excess LWOP)	
Period(s):		<input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP None		Initials of Clk	

STANDARD FORM NO. 1126d
 Form prescribed by Comp. Gen., U. S.
 Feb. 3, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL

9-6-50

NOTIFICATION OF PERSONNEL ACTION

4. PERSONNEL FOLDER COPY

NOTIFICATION OF PERSONNEL ACTION

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4. PERSONNEL FOLDER COPY


[illegible]

U. S. GOVERNMENT PRINTING OFFICE, 1948 783384

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE GROUP

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.--MISS--MRS.- FIRST--MIDDLE INITIAL -LAST) Miss Helen E. Hanson		2. DATE OF BIRTH 7/16/1913	3. JOURNAL OR ACTION NO.	4. DATE 6 October 1947
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Excepted Appointment		6. EFFECTIVE DATE 10/6/1947	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A - 20	
FROM		TO		
		8. POSITION TITLE Librarian		
		9. SERVICE GRADE, SALARY \$3397.20 per annum		
		10. ORGANIZATIONAL DESIGNATIONS Reports and Estimates Reference Branch Intelligence Documents Accession, Reference & Circulation		
		11. HEADQUARTERS Washington, D.C.		
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL
13. REMARKS No-Strike Affidavit has been properly executed. This appointment is made subject to the satisfactory completion of a trial period of one year.				
<div style="text-align: right;">  WILLIAM J. KELLY Acting Chief, Personnel Branch </div>				
14. SIGNATURE OR OTHER AUTHENTICATION				
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION		
NONE	5 PT.	10 POINT	WWII	WWI
	<input checked="" type="checkbox"/>	DISAB WIFE WIDOW	<input checked="" type="checkbox"/>	
17. SEX F	18. RACE W	19. APPROPRIATION FROM: [Blank] TO: [Blank]	20. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	21. DATE OF OATH (ACCESSIONS ONLY) 6 October 1947
			22. LEGAL RESIDENCE Iowa	

4. PERSONNEL FOLDER COPY

~~SECRET~~
(When Filled In)

ADMIN-~~STAFF~~

CAREER SERVICE

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

SECTION A

GENERAL

1. NAME (Last) (First) (Middle) HANSON Helen E	2. DATE OF BIRTH 1913	3. SEX F	4. GRADE 14	5. SD
6. OFFICIAL POSITION TITLE Admin. Officer	7. OFF/DIV/BR OF ASSIGNMENT OCR/OAD/AS	8. CURRENT STATION HQ		
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 April 1964		12. REPORTING PERIOD (From- to-) 31 March 1963 - 31 March 1964		

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Chief, Administrative Staff, responsible for administrative support to the AD/CR and the Office as a whole, which function is performed with a staff of 10.	RATING LETTER O
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

17 APR 1964

RATING LETTER
O

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

APR 17 9 54 AM '64
MAIL ROOM

Miss Hanson resigned from government service on 3 April 1964. Her performance during this rating period continued to be exemplary in every respect.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3	<i>Post resignation report</i>	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Apr 1964	AD/CR	
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

(When Filled In)

CAREER SERVICE

FITNESS REPORT

OFFICE OF PERSONNEL

EMPLOYEE SERIAL NUMBER

SECTION A

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
HANSON Helen E.			MAY 28 5 04 PM '63 1913		F	14	
6. OFFICIAL POSITION TITLE Admin. Officer			7. OFF/DIV/BR OF ASSIGNMENT MOCB/QAD/AS		8. CURRENT STATION HQ		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 3/31/62 - 3/31/63				

SECTION B

PERFORMANCE EVALUATION

- W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Chief, Administrative Staff, responsible for administrative support to the AD/CR and the Office as a whole, which function is performed with a staff of 10.	RATING LETTER O
SPECIFIC DUTY NO. 2		RATING LETTER
SPECIFIC DUTY NO. 3		RATING LETTER
SPECIFIC DUTY NO. 4		RATING LETTER
SPECIFIC DUTY NO. 5		RATING LETTER
SPECIFIC DUTY NO. 6		RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

15 MAY 1963

RATING LETTER
O

SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

It is difficult to overstate the case for Miss Hanson. Her devotion to duty and hard work in continually assessing the people and programs of the Office to make its contribution to the Agency maximal, and to ensure its regular re-vitalization, are without precedent. Within her own staff, she has selected as assistants extremely competent people and is constantly encouraging and developing her junior people for positions of greater responsibility elsewhere. Her knowledge of and dealing with budgetary and personnel matters have been acknowledged by others outside the Office as exemplary.

Modest about her own contribution, Miss Hanson is quick to give credit to others.

Miss Hanson was one of two Agency nominees for the First Annual Federal Woman's Award; she received from the DCI a Citation for Outstanding Performance in 1955. More recently she received a letter of appreciation from General Carter, DDCI, for heading a group of Agency employees in charge of decorating Headquarters last Christmas with great success. We will continue to consider her nomination for appropriate recognition.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 3 May 1963	SIGNATURE OF EMPLOYEE Helen E. Hanson	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 66	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 3 May 63	OFFICIAL TITLE OF SUPERVISOR AD/CR	SURE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

~~SECRET~~

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

APR 17 9 54 AM '64

Miss Hanson resigned from government service on 3 April 1964. Her performance during this rating period continued to be exemplary in every respect.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

3

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

Post resignation report

DATE

OFFICIAL TITLE OF SUPERVISOR

9 Apr 1964

AD/CR

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

~~SECRET~~

~~CONFIDENTIAL~~

APR
1962

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

16 April 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report - Helen E. Hanson

1. In October of this year Miss Hanson will celebrate her fifteenth anniversary in the Agency. Her record throughout the years has been outstanding and this past year has been no exception.

2. Miss Hanson has continued to demonstrate the high degree of initiative, judgement, integrity and professional competence which has invariably characterized her performance. Her sound advice and counsel provide the major contribution to my policy decisions on administrative matters.

3. Generally over-looked in evaluations of Miss Hanson's performance is the degree to which she has concerned herself with employee morale. Her efforts in this connection are less well known but are as highly rated by me as are her more formal duties. By reason of her sincerity and motivation, her congenial and cooperative attitude, her fine character and her discreet and confidential handling of personal problems, Miss Hanson has earned the respect and confidence of OCR employees in general.

Assistant Director
Central Reference

Noted: Helen E. Hanson
Helen E. Hanson

Date: 16 April 1962

~~CONFIDENTIAL~~

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

5 May 1961

9 MAY
1961

MEMORANDUM FOR: Director of Personnel

SUBJECT: Helen E. Hanson - Fitness Report

Miss Hanson was nominated by OCR for the First Annual Federal Woman's Award. The Career Council approved that nomination and forwarded her papers as one of the two outstanding women of CIA. It would be difficult to add anything to the already high regard which Miss Hanson enjoys in this Office or the Agency.

Deputy Assistant Director
Central Reference

Concur:

9 May 61
Date

Noted:

Helen E. Hanson
Helen E. Hanson

9 May 1961
Date

~~SECRET~~

18 1960

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

11 April 1960

MEMORANDUM FOR: Director of Personnel

SUBJECT: Helen E. Hanson- Fitness Report

Miss Hanson has been Chief, Administrative Staff, since September 1948. She has always had the complete confidence of the Office management as may be seen from the Fitness Reports prepared over the years. Furthermore, she has received a Certificate of Merit from the DCI. There is little else I can add to such a record.

Deputy Assistant Director
Central Reference

Concurrence:

Noted:

Helen E. Hanson
Helen E. Hanson

11 APR 1960
Date

11 APR 1960
Date

~~SECRET~~

SECRET
(When Filled In)

4/14/59

JCR CAREER SERVICE

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>								
SECTION A GENERAL												
1. NAME (Last) (First) (Middle) HANSON Helen E.		2. DATE OF BIRTH 16 July 1913		3. SEX F	4. GRADE GS-11							
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE Administrative Officer		7. OFF/DIV/BR OF ASSIGNMENT OCR/OAD/Admin Staff								
8. CAREER STAFF STATUS			9. TYPE OF REPORT									
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL REASSIGNMENT/EMPLOYEE									
10. DATE REPORT DUE IN O.P. 30 April 1959		11. REPORTING PERIOD From 1 Apr 58 - 31 Mar 59		SPECIAL (Specify)								
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).												
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding												
SPECIFIC DUTY NO. 1 Directs Administrative Staff		RATING NO. 7	SPECIFIC DUTY NO. 4 Conducts liaison with other administrative units		RATING NO. 7							
SPECIFIC DUTY NO. 2 Implements personnel policy determined by Career Service Board		RATING NO. 6	SPECIFIC DUTY NO. 5 Recommends administrative policies to AD/CR		RATING NO. 6							
SPECIFIC DUTY NO. 3 Prepares OCR budget		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5							
SECTION D DESCRIPTION OF THE EMPLOYEE												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS						NOT APPLI- CABLE	NOT OB- SERVED	RATING				
								1	2	3	4	5
GETS THINGS DONE												X
RESOURCEFUL												X
ACCEPTS RESPONSIBILITIES												X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X	
DOES HIS JOB WITHOUT STRONG SUPPORT												X
FACILITATES SMOOTH OPERATION OF HIS OFFICE												X
WRITES EFFECTIVELY											X	
SECURITY CONSCIOUS												X
THINKS CLEARLY												X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											X	
OTHER (Specify):												

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

APR 2 4 50 PM '59

Miss Hanson's attributes and value to this Office have been detailed in every Fitness Report made on her. There is no need to repeat them. Her efforts to minimize administrative costs continue to be superior.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 1 April 1959 SIGNATURE OF EMPLOYEE Helen E. Hanson

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

19

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE 1 APR 1959 OFFICIAL TITLE OF SUPERVISOR Deputy Assistant Director/CR SIGNATURE

3. BY REVIEWING OFFICIAL

- ☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- ☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- ☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- ☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE 1 APR 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL Assistant Director/CR

SECRET

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important specific duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

OFFICE OF PERSONNEL

OCT 2 2 59 PM '58

MAIL ROOM

- | | | |
|---------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| DESCRIPTIVE
RATING
NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1 Directs Administrative Staff	RATING NUMBER 7	SPECIFIC DUTY NO. 4 Conducts Liaison w/other Admin Units	RATING NUMBER 7
SPECIFIC DUTY NO. 2 Implements Personnel Policy	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Recommends Administrative policies	RATING NUMBER 6
SPECIFIC DUTY NO. 3 Prepares OCR Budget	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Miss Hanson has always excelled in the execution of OCR administrative policy, particularly in the guidance of the Division Chiefs in this area. During the present rating period she has also demonstrated spontaneity and imagination in generating and reshaping that policy.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">7</div>
RATING
NUMBER | 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED |
| | 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW |
| | 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION |
| | 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION |
| | 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS |
| | 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION |
| | 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
HANSON Helen D.			16 July 1913	F	
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OCR/OAD/Administrative Staff			Administrative Officer		
7. GRADE	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-14	11 Oct 1958		6 Oct 1957 - 6 Oct 1958		
10. TYPE OF REPORT (Check one)		INITIAL		REASSIGNMENT-SUPERVISOR	
<input checked="" type="checkbox"/> ANNUAL				SPECIAL (Specify)	
		REASSIGNMENT-EMPLOYEE			

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED, "I" IN C, OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE

26 September 1958

D. SUPERVISOR'S OFFICIAL TITLE

Acting Assistant Director/CR

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pcs. Control	3 Oct 1958
Reviewed by PUD	10/6/58

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10/1/58		DDI

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

6 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

(4)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION

2

4. COMMENTS CONCERNING POTENTIAL

Extremely well suited for her present job. She definitely has the potential to take on broader responsibilities in the administrative field.

OCT 10 3 51 PM '57
OFFICE OF PERSONNEL

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Plan to sponsor her for membership in the Society for Personnel Administration as suggested in her career preference outline.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
HANSON Helen E		16 July 1913	F	
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
OCR//OAD/Administrative Staff		Administrative Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-14	11 October 1957	6 October 1956 - 6 October 1957		
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)		
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	C. SUPERVISOR'S OFFICIAL TITLE
10 Oct. 1957	DAD/CR

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR OFFICIAL	D. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 Oct. 1957		D/CR

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

<div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center; margin: 0 auto;">6</div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	<div style="border: 1px solid black; padding: 5px; width: 100px; text-align: center; margin: 0 auto;"> 21 OCT 1957 16/22 </div>
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES	
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL	
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR GREATER LEVEL RESPONSIBILITIES	

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS, HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Directs Administrative Staff	7	Conducts Liaison w/other Admin. Units	7
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Implements Personnel Policy	6	Recommends Administrative Policies	6
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares OCR Budget	6		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Miss Hanson has proved her ability to guide and direct OCR administrative operations. She is an outstanding person - her work is always thorough and effective, and her manner is always friendly and cooperative.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

7

RATING
NUMBERIS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
48

4. COMMENTS CONCERNING POTENTIAL

Miss Hanson would undoubtedly turn in an outstanding performance in nearly any administrative type of work which was suitable for a woman.

OCT 5 23 PM '56
MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) HANSON (First) Helen (Middle) E.	2. DATE OF BIRTH 16 July 1913	3. SEX F	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OCR/OAD/Administrative Staff		6. OFFICIAL POSITION TITLE Administrative Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN 'OP 11 October 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 7 October 1955 - 6 October 1956	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	<input type="checkbox"/> SPECIAL (Specify)

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	
A. THIS DATE 2 October 1956	B. SUPERVISOR'S OFFICIAL TITLE DAD/CR
2. FOR THE REVIEWING OFFICIAL	D. DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE 2 October 1956	C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/CR

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

<div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center; margin: 0 auto;">6</div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	2	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH ARE RESPONSIBLE FOR POLICY (Executive level)		
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

Posted For Control
 Reviewed by PUD
 DATE 8 OCT 1956
 ORGANIZATION

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE
RATING
NUMBER

- 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
- 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
- 3 - PERFORMS THIS DUTY ACCEPTABLY
- 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
- 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

- 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
- 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1

Directs Administrative Staff

RATING
NUMBER
7

SPECIFIC DUTY NO. 4

Conducts Liaison with other Admin Type Units

RATING
NUMBER
7

SPECIFIC DUTY NO. 2

Implements Personnel Policy

RATING
NUMBER
6

SPECIFIC DUTY NO. 5

Recommends Administrative Changes

RATING
NUMBER
6

SPECIFIC DUTY NO. 3

Prepares Office Budget

RATING
NUMBER
6

SPECIFIC DUTY NO. 6

RATING
NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Miss Hanson's outstanding performance as an Administrative Officer has been commented on by all who have had contact with her work, has received highest commendation from the Inspector General, and has been recognized by an award presented by the Director. Her work is excellent in every aspect.

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

6

RATING
NUMBER

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? EXPLAIN FULLY:

☐ YES ☒ NO. IF YES,

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
HANSON	Helen	E.	16 July 1913	F	
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OCR/OAD/Administrative Staff			Administrative Officer		
7. GRADE	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-14	11 October 1956		7 October 1955 - 6 October 1956		
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
<input checked="" type="checkbox"/> ANNUAL			REASSIGNMENT-EMPLOYEE		

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE

2 October 1956

SUPERVISOR

D. SUPERVISOR'S OFFICIAL TITLE

DAD/CR

2. FOR THE REVIEWING OFF

OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pos. Control	8 OCT 1956
Reviewed by RUD	10/10

☐ CONTINUED ON ATTACHED SHEET

I certify that any substance

reflected in the above section.

A. THIS DATE

2 October 1956

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

AD/CR

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 6
INSERT
RATING
NUMBER | 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. |
| | 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. |
| | 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. |
| | 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. |
| | 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. |
| | 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |

COMMENTS:

~~SECRET~~
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

Ability to get along well with people.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☒ NO ☐ YES. IF YES

UCT 18 4 18 PM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

MAIL ROOM

None now.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- ☐ 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- ☐ 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- ☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- ☐ 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- ☐ 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- ☒ 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? ☒ NO ☐ YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- ☐ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- ☒ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- ☐ 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- ☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- ☐ 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- ☐ 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- ☒ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- ☐ 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- ☐ 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- ☐ 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- ☐ 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- ☐ 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- ☐ 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- ☒ 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

~~SECRET~~

26. CAN THINK ON HIS FEET.
27. COMES UP WITH SOLUTIONS TO PROBLEMS.
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".
29. TOUGH MINDED.
30. OBSERVANT.
31. CAPABLE.
32. CLEAR THINKING.
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.
34. EVALUATES SELF REALISTICALLY.
35. WELL INFORMED ABOUT CURRENT EVENTS.
36. DELIBERATE.
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.
39. THOUGHTFUL OF OTHERS.
40. WORKS WELL UNDER PRESSURE.
41. DISPLAYS JUDGEMENT.
42. GIVES CREDIT WHERE CREDIT IS DUE.
43. HAS DRIVE.
44. IS SECURITY CONSCIOUS.
45. VERSATILE.
46. HIS CRITICISM IS CONSTRUCTIVE
47. ABLE TO INFLUENCE OTHERS.
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.
50. A GOOD SUPERVISOR.

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Miss Hanson's ability as an Administrative Officer is superior. She possesses a rare combination of common sense, fine character, and professional competence.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

None

~~SECRET~~
(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

OCT 18 4 18 PM '55

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OB- SERVED	CATEGORIES												
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.									X					
1. A GOOD REPORTER OF EVENTS.													X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.													X	
3. CAUTIOUS IN ACTION.												X		
4. HAS INITIATIVE.														X
5. UNEMOTIONAL.													X	
6. ANALYTIC IN HIS THINKING.													X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.												X		
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.														X
9. HAS SENSE OF HUMOR.													X	
10. KNOWS WHEN TO SEEK ASSISTANCE.													X	
11. CALM.													X	
12. CAN GET ALONG WITH PEOPLE.														X
13. MEMORY FOR FACTS.													X	
14. GETS THINGS DONE.														X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.													X	
16. CAN COPE WITH EMERGENCIES.												X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.												X		
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.													X	
19. HAS WIDE RANGE OF INFORMATION.													X	
20. SHOWS ORIGINALITY.														X
21. ACCEPTS RESPONSIBILITIES.														X
22. ADMITS HIS ERRORS.													X	
23. RESPONDS WELL TO SUPERVISION.														X
24. EVEN DISPOSITION.													X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.														X

~~SECRET~~

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:

1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

CODED

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A - NEXT due date 6 OCT 56

Posted Pos. Control

27/10/55

31/10/55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle) HANSON Helen E.			2. DATE OF BIRTH 16 July 1913	3. SEX F	4. CAREER DESIGNATION Admin. Staff
5. DATE OF ENTRANCE ON DUTY 6 Oct 1947	6. OFFICE ASSIGNED TO OCR	7. DIVISION Office of Assistant Director		8. BRANCH Staff	
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD		10. IF FIELD, SPECIFY STATION:		11. GRADE GS-13	
12. DATE THAT THIS REPORT IS DUE 11 Oct 1955		13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 7 October 1954 - 6 October 1955			

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Administrative Officer	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 4 March 1949
------------------------------------------------------	--------------------------------------------------------------------

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

As Chief of the Administrative Staff in OCR, she is responsible for:

1. Planning, developing, and directing administrative support activities in OCR
2. Implementing Agency and Office policies and regulations relating to personnel, budget and finance, space, security, travel, services, supplies, etc.
3. Reporting to the Executive on Office administrative problems, advising him of needed changes in regulations, recommending Office policies which affect the utilization of personnel, materials, equipment, etc. in the 7 OCR Divisions, and alerting him to problems requiring "front office" action.
4. Maintaining OCR liaison with the Offices of Personnel, the Comptroller, Logistics, and several components of the Security Office.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☒ has ☐ has not been shown to the individual rated.

THIS DATE 14 Oct 1955	NAME A DAD/OCR	mediate supervisor)
I HAVE REVIEWED THIS REPORT (Comment)		memorandum)
THIS DATE 14 Oct 55	NAME A	next higher in line of authority)

~~SECRET~~
SECURITY INFORMATION

OFFICE OF PERSONNEL
OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLE? (Do not exceed 100 words.)
She is a first-rate executive, providing excellent administrative support for a large office, and doing so with a staff which amounts to less than 1% of the total T/O being served.

OCT 13 2 33 PM '54

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

MAIL ROOM

None

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

She is capable of handling any administrative job which is appropriately assignable to a woman.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

12 Oct 54

DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

DATE

SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

~~SECRET~~

~~SECRET~~
SECURITY INFORMATION

BY _____ DATE _____

PERSONNEL EVALUATION REPORT

Posted Pos. Control _____

30 OCT 1954

Reviewed by PUD _____

11/2/54

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle)			2. GRADE	3. POSITION TITLE	
HANSON, HELEN E.			GS-13	Administrative Officer	
4. OFFICE	STAFF OR DIVISION	BRANCH		<input checked="" type="checkbox"/> DEPT'L.	IF FIELD, SPECIFY STATION
OCD	OAD	Admin. Staff		<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT From To			6. TYPE OF REPORT		
6 OCT 1953 5 OCT 54			<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

As Chief of the Administrative Staff in OCD, I am responsible for:

1. Planning, developing, and directing administrative support activities in OCD
2. Implementing Agency and Office policies and regulations relating to personnel, budget and finance, space, security, travel, services, supplies, etc.
3. Reporting to the Executive on Office administrative problems, advising him of needed changes in regulations, recommending Office policies which affect the utilization of personnel, materials, equipment, etc. in the 7 OCD Divisions, and alerting him to problems requiring "front office" action.
4. Maintaining OCD liaison with the Offices of Personnel, the Comptroller, Logistics, and several components of the Security Office.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

12 Oct. 1954
DATE

Helen E. Hanson
SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

I could not have a better person for this job.

2 April 1964

MEMORANDUM FOR: Miss Helen E. Hanson

THROUGH : Assistant Director for Central Reference

THROUGH : Deputy Director for Intelligence

SUBJECT : Approval of Award of Certificate of Merit with
Distinction for Miss Helen E. Hanson

1. It is with great pleasure that the Honor and Merit Awards Board informs you that the Director has approved the award named above for the excellent service you have rendered this Agency. Please note the security considerations governing the award as explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be conducted in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.

3. The Secretariat, Honor and Merit Awards Board, will appreciate your furnishing a list of guests whom you would like to have attend the presentation ceremony, and an indication of any specific time when you could not be present at such a ceremony. Please forward this information to the Secretariat, Honor and Merit Awards Board, Office of Personnel, through your Deputy Director.

/s/ Robert M. Gaynor
ROBERT M. GAYNOR
Recorder

Honor and Merit Awards Board

Distribution:

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1 - HMAB Case File

1 - Recorder, HMAB

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

BRIEF FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Helen E. Hanson, Administrative Officer, DDI/OCR, GS-14.

Certificate of Merit with Distinction

Miss Hanson came to CIA in October 1947 after four years' military duty with the Women's Army Corps, including service as WAC Staff Director in the Mediterranean Theater. She holds a BA degree from St. Olaf College, Minnesota, and from 1935 to 1942 was a high school teacher in Wisconsin.

Miss Hanson is recommended for the Certificate of Merit with Distinction in recognition of her fifteen years' service as Administrative Officer of OCR described on the attached Form 600. Miss Hanson has resigned, effective 4 April 1964.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE

27 March 1964

The Honor and Merit Awards Board having considered a recommendation that:

NAME: (Last) HANSON, (First) Helen (Middle) Evelyn	POSITION TITLE Administrative Officer
PRESENT GRADE GS-14	OFFICE ASSIGNED TO DDI/OCR
STATION	

BE AWARDED:

Certificate of Merit with Distinction

☐ FOR HEROIC ACTION, ON

☒ FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

☒ APPROVES THE RECOMMENDATION ☐ DISAPPROVES THE RECOMMENDATION

☐ APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:

CITATION

Miss Helen E. Hanson is hereby awarded the Certificate of Merit with Distinction for her exceptional service to the Agency since 1947. As head of an important administrative component, Miss Hanson is widely known for her many contributions to her office and, hence, to the accomplishment of Agency missions. Her professional competence, enthusiasm and devotion have furnished a high example to her associates and meet the best traditions of dedicated service to the Central Intelligence Agency and the United States Government.

(Recommendation approved by ADD/I on 23 March 1964)

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

RECORDER'S NOTE: On 26 and 27 March 1964, the Honor and Merit Awards Board, by telephone vote, approved the recommendation attached hereto.

APPROVED

(signed) Lyman B. Kirkpatrick

for DIRECTOR OF CENTRAL INTELLIGENCE

1 APR 1964

DATE

SIGNATURE */s/ Emmett D. Echols*

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD
EMMETT D. ECHOLS

SIGNATURE */s/ Robert M. Gaynor*

TYPED NAME OF RECORDER
ROBERT M. GAYNOR

000-1

~~SECRET~~
SECURITY INFORMATION

62

PERSONNEL EVALUATION REPORT				BY DATE <u>4/24/54</u>	
				Posted Pos. Control 	
Items 1 through 6 will be completed by Administrative or Personnel Reviewed by PUD <u>OK</u> CD-CD					
1. NAME (Last)		(First)		(Middle)	
HANSON,		Helen		E.	
2. GRADE		3. POSITION TITLE			
GS-13		Admin. Officer			
4. OFFICE		STAFF OR DIVISION		BRANCH	
OCD		Off Asst Director		Admin Staff	
		<input checked="" type="checkbox"/> DEPT'L.		<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT			
From <u>11/6/51</u> To <u>11/51/52</u>		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			
Items 7 through 10 will be completed by the person evaluated					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.					
As Chief of the Administrative Staff, I am responsible for:					
1. Planning, developing, and directing administrative support activities in OCD.					
2. Implementing Agency and Office policies and regulations relating to personnel, budget and finance, space, security, travel, services, supplies, etc.					
3. Reporting to the Executive on Office administrative problems, advising him of needed changes in regulations or action necessary to ensure conformance of Divisions to existing policies.					
4. Controlling OCD liaison with the Offices of Personnel, the Comptroller, Procurement and Supply, General Services, and with several components of the Security Office.					
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.					
Name of Course		Location		Length of Course	
				Date Completed	
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?					
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).					
10.					
<u>5 January 1953</u> DATE			<u>Helen E. Hanson</u> SIGNATURE		
Items 11 through 18 will be completed by Supervisor					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.					
From the cut and dried listing of duties under (7) above, it isn't obvious that this particular position is closely associated with the morale and well-being of several hundred people. Fortunately, this Office has found in Miss Hanson someone who combines professional competence with a pleasant personality. She performs the myriad of duties assigned to her in a superlative manner, and is a credit to the organization which she serves.					

~~SECRET~~
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Particularly outstanding is her ability to tackle any assignment promptly and well. She does this with a very small staff who enjoy working for her and support her at every turn.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

OCD administrative routine is fairly well established. In the future, I believe Miss Hanson should devote greater emphasis to planning, in order to prevent administrative crises from developing.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Miss Hanson has not reached the acme of her career and is capable of handling greater responsibilities in the future.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

She is ideally qualified and suited for her present job.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

No training or rotation assignment is recommended at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

5 Jan 53
DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.) // Executive/CD

5 Jan. 1953
DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

R/CD

~~SECRET~~

SECURITY INFORMATION

She is a first-rate executive, providing excellent administrative support for a large office, and doing so with a staff which amounts to less than 1% of the total T/O being served.

None

She is capable of handling any administrative job which is appropriately assignable to a woman.

No

None at this time.

Assistant Director, OCD:

18 Nov 1953

DATE _____

DATE _____

SIGNATURE OF REVIEWING OFFICIAL

~~SECRET~~

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle) HANSON, Helen E.			2. GRADE GS-13	3. POSITION TITLE Administrative Officer, OCD	
4. OFFICE OCD	STAFF OR DIVISION Admin. Staff	BRANCH		<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From To As of 28 August 1953		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Executive Inventory <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

As Administrative Officer for OCD she is providing administrative support - personnel, budget, transportation, etc. - for an outfit of about 800 people.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

DATE

SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Miss Hanson is doing a superlative job, and she is doing it with a staff of only ☐ subordinates. I'm informed, though I cannot vouch for it, that there is no other outfit in the Agency which gets its administrative support from a staff amounting to less than 1% of overall T/O strength. I can vouch for the fact that the quality of the support OCD gets from Miss Hanson is 100%.

~~SECRET~~
SECURITY INFORMATION

<p>12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?</p> <p>Outstanding efficiency, and the ability to command devotion from the men and women who work for her. Though she and her small staff carry a very heavy workload, there is never any confusion, everything is always done on time, and there is never evidence of hasty workmanship.</p>
<p>13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p>I don't know of a single deficiency</p>
<p>14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p>Miss Hanson could probably handle, and handle well, any administrative job which needed a woman in the driver's seat</p>
<p>15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p>No. She is happy where she is, and I couldn't have a better person for the job, male or female</p>
<p>16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p>None</p>
<p>17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p>
<p>18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p> <div style="border: 1px solid black; height: 40px; width: 300px; margin: 10px auto;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><p>28 August 1953</p><p>_____ DATE</p></div><div style="text-align: center;"><p>Assistant Director, OCD</p><p>_____ SIGNATURE OF SUPERVISOR</p></div></div>
<p>19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><p>_____ DATE</p></div><div style="text-align: center;"><p>_____ SIGNATURE OF REVIEWING OFFICIAL</p></div></div>
<p>20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p> <p>The Agency will probably always have a small number of executive jobs which should be filled for by women, and it is for that reason that I recommend Miss Hanson be listed in the Executive Inventory.</p> <p>She is a Grade A administrative officer and executive. She has been with CIA since 1947 and knows it well: she has the rank of Lt.Colonel in the WAC Reserve.</p>

~~SECRET~~

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: ()
REGULAR (/) SPECIAL ()
PROBATIONAL ()

As of 3/31/50 based on performance during period from 9/21/49 to 3/31/50

Hanson, Helen E. Administrative Officer GS-11
(Name of employee) (Title of position, service, and grade)

Collection & Dissemination Administrative Staff
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
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| <p>----- (1) Maintenance of equipment, tools, instruments.
----- (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
<u>+</u> (5) Attention to broad phases of assignments.
----- (6) Attention to pertinent detail.
----- (7) Accuracy of operations.
<u>+</u> (8) Accuracy of final results.
<u>+</u> (9) <u>Accuracy of judgments or decisions.</u>
<u>+</u> (10) <u>Effectiveness in presenting ideas or facts.</u>
----- (11) Industry.
----- (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
<u>+</u> (14) Ability to organize his work.
<u>+</u> (15) <u>Effectiveness in meeting and dealing with others.</u>
----- (16) Cooperativeness.
<u>+</u> (17) Initiative.
----- (18) Resourcefulness.
<u>+</u> (19) Dependability.
----- (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.
<u>+</u> (22) <u>Effectiveness in adapting the work program to broader or related programs.</u>
----- (23) Effectiveness in devising procedures.
----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
----- (26) Effectiveness in instructing, training, and developing subordinates in the work.
----- (27) Effectiveness in promoting high working morale.
<u>+</u> (28) <u>Effectiveness in determining space, personnel, and equipment needs.</u>
----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
<u>+</u> (30) <u>Ability to make decisions.</u>
----- (31) Effectiveness in delegating clearly defined authority to act.</p> |
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STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
----- (B) -----
----- (C) -----

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.-----	Excellent	Rating official <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.-----	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.-----	Good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.-----	Fair	
Minus marks on at least half of the underlined elements.-----	Unsatisfactory	

Rated by EAD/ocd 6 April 1950
(Signature) (Date)
Reviewed AD/ocd 6 April 1950
(Signature of reviewing official) (Date)
Rating approved by efficiency rating committee 4/10/50 Report to employee
(Date) (Signature)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 2/22/49 based on performance during period from 8/22/48 to 2/22/49

Helen E. Hanson Librarian
(Name of employee) (Title of position, service, and grade)

A&M, Reference
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>----- (1) Maintenance of equipment, tools, instruments.
----- (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
<u>+</u> (5) <u>Attention to broad phases of assignments.</u>
----- (6) Attention to pertinent detail.
<u>✓</u> (7) Accuracy of operations.
----- (8) Accuracy of final results.
<u>✓</u> (9) Accuracy of judgments or decisions.
<u>+</u> (10) <u>Effectiveness in presenting ideas or facts.</u>
<u>+</u> (11) Industry.
----- (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
----- (14) Ability to organize his work.
<u>+</u> (15) <u>Effectiveness in meeting and dealing with others.</u>
----- (16) Cooperativeness.
----- (17) Initiative.
<u>✓</u> (18) Resourcefulness.
<u>+</u> (19) Dependability.
----- (20) Physical fitness for the work.</p> | <p><u>+</u> (21) <u>Effectiveness in planning broad programs.</u>
<u>+</u> (22) <u>Effectiveness in adapting the work program to broader or related programs.</u>
----- (23) Effectiveness in devising procedures.
<u>+</u> (24) <u>Effectiveness in laying out work and establishing standards of performance for subordinates.</u>
<u>✓</u> (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
<u>✓</u> (26) Effectiveness in instructing, training, and developing subordinates in the work.
<u>+</u> (27) Effectiveness in promoting high working morale.
<u>+</u> (28) Effectiveness in determining space, personnel, and equipment needs.
----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
<u>+</u> (30) <u>Ability to make decisions.</u>
----- (31) Effectiveness in delegating clearly defined authority to act.</p> |
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STATE ANY OTHER ELEMENTS CONSIDERED

----- (A) -----
----- (B) -----
----- (C) -----

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.....	Adjective Rating	Rating official.. <u>Excellent</u> Reviewing official.. <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....	Excellent	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....	Good	
Minus marks on at least half of the underlined elements.....	Fair Unsatisfactory	

Rated by EAD/OCD 28/II/49
(Signature of rating official) (Date)
Reviewed AD/OCD 28/II/49
(Signature of reviewing official) (Date)

Rating approved by efficiency rating committee 3.1.49 Report to employee E
(Date) (Adjective rating)
ST

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 9/20/49 based on performance during period from 3/20/49 to 9/20/49

Helen E. Hanson Administrative Officer
(Name of employee) (Title of position, see page)

OCD, Administrative Staff
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE V if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
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- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ (1) Maintenance of equipment, tools, instruments.</p> <p>_____ (2) Mechanical skill.</p> <p>_____ (3) Skill in the application of techniques and procedures.</p> <p>_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><u>+</u> (5) Attention to broad phases of assignments.</p> <p>_____ (6) Attention to pertinent detail.</p> <p>_____ (7) Accuracy of operations.</p> <p>_____ (8) Accuracy of final results.</p> <p><u>+</u> (9) Accuracy of judgments or decisions.</p> <p><u>+</u> (10) Effectiveness in presenting ideas or facts.</p> <p>_____ (11) Industry.</p> <p>_____ (12) Rate of progress on or completion of assignments.</p> <p>_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p><u>+</u> (14) Ability to organize his work.</p> <p><u>+</u> (15) Effectiveness in meeting and dealing with others.</p> <p>_____ (16) Cooperativeness.</p> <p><u>+</u> (17) Initiative.</p> <p><u>+</u> (18) Resourcefulness.</p> <p><u>+</u> (19) Dependability.</p> <p>_____ (20) Physical fitness for the work.</p> | <p>_____ (21) Effectiveness in planning broad programs.</p> <p><u>+</u> (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>_____ (23) Effectiveness in devising procedures.</p> <p>_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p><u>+</u> (27) Effectiveness in promoting high working morale.</p> <p><u>+</u> (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p><u>+</u> (30) Ability to make decisions.</p> <p><u>+</u> (31) Effectiveness in delegating clearly defined authority to act.</p> |
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STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____

_____ (B) _____

_____ (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating Excellent Very Good Good Fair Unsatisfactory	Rating official.. <u>E</u> Reviewing official.. <u>Excellent</u>
-----------------------------------------------------------------------	------------------------------------------------------------------------------	---------------------------------------------------------------------

Plus marks on all underlined elements, and check marks or better on all other elements rated.....

Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....

Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....

Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....

Minus marks on at least half of the underlined elements.....

Rated by _____
Reviewed _____
(Signature of reviewing official)

Exec Asst Dir, OCD 22/IX/49
(Title) (Date)

Dep. Asst Dir, OCD 22 Sept 1949
(Title) (Date)

Rating approved by efficiency rating committee 9-26-49 Report to employee E
(Date) (Adjective rating)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 4/6/48 based on performance during period from 10/6/47 to 4/6/48

Helen E. Hanson Librarian
(Name of employee) (Title of position, service, and grade)

A&M Reference
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>----- (1) Maintenance of equipment, tools, instruments.
----- (2) Mechanical skill.
✓ (3) <u>Skill in the application of techniques and procedures.</u>
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
----- (5) Attention to broad phases of assignments.
+ (6) <u>Attention to pertinent detail.</u>
+ (7) <u>Accuracy of operations.</u>
----- (8) Accuracy of final results.
----- (9) Accuracy of judgments or decisions.
----- (10) Effectiveness in presenting ideas or facts.
+ (11) <u>Industry.</u>
+ (12) <u>Rate of progress on or completion of assignments.</u>
----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
----- (14) Ability to organize his work.
+ (15) <u>Effectiveness in meeting and dealing with others.</u>
+ (16) <u>Cooperativeness.</u>
----- (17) Initiative.
----- (18) Resourcefulness.
+ (19) <u>Dependability.</u>
----- (20) Physical fitness for the work.</p> | <p>----- (21) <i>Effectiveness in planning broad programs.</i>
----- (22) <i>Effectiveness in adapting the work program to broader or related programs.</i>
----- (23) <i>Effectiveness in devising procedures.</i>
----- (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i>
----- (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i>
----- (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i>
----- (27) <i>Effectiveness in promoting high working morale.</i>
----- (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i>
----- (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i>
----- (30) <i>Ability to make decisions.</i>
----- (31) <i>Effectiveness in delegating clearly defined authority to act.</i></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
----- (B) -----
----- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating Excellent Very Good Good Fair Unsatisfactory	Adjective Rating Rating official <u>Excellent</u> Reviewing official <u>Excellent</u>
------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Rated by Acting Chief Ref. Sec. 14 April 1948
(Signature) (Date)
Reviewed by H. Hanson 14 April 1948
(Signature) (Date)
Rating approved by efficiency rating committee 5/3/48 Report to employee AS
(Date) (Adjective rating)

STATEMENT OF PRIOR FEDERAL CIVIL AND MILITARY SERVICE
AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT												PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE			
1. NAME (Last, first, middle initial) Hanson, Helen E.						2. DATE OF BIRTH July 16, 1913						9. RETENTION GROUP			
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)												10. A. CSC STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO B. TYPE OF PRESENT APPOINTMENT			
NAME AND LOCATION OF AGENCY				FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN		11. SERVICE			
				YEAR	MONTH	DAY	YEAR	MONTH	DAY			YEAR	MONTH	DAY	
None CIA				47	10	6						SED = 3/29/43 GCS 1-12-60			
4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."															
BRANCH				FROM—			TO—			DISCHARGE (Hon. or dishon.?)					
				YEAR	MONTH	DAY	YEAR	MONTH	DAY						
Army				1942	July	20	1947	Jan	26	Hon.		4 6 7			
5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.															
TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)				FROM—			TO—			TOTAL		12. TOTAL SERVICE			
				YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS			
													13. NONCREDITABLE SERVICE (Leave purposes only):		
6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If answer is "Yes," in what agency were you employed at the time status was acquired?)												14. NONCREDITABLE SERVICE (RIF purposes only):			
7. ARE YOU: A. THE WIFE OF A DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO C. THE UNREMARKED WIDOW OF A VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												15. REEMPLOYMENT RIGHTS <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.												16. RETENTION RIGHTS <input type="checkbox"/> YES <input type="checkbox"/> NO			
Subscribed and sworn to before me on this _____ day of _____ 19____ at _____ (MONTH) (CITY) (STATE)												17. EXPIRATION DATE OF RETENTION RIGHTS			
11 Jan 1960 (DATE) Helen E. Hanson (SIGNATURE)															
SEAL															
NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.															
INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.															

(OVER)

HEADQUARTERS COMMAND, UNITED STATES AIR FORCE
Bolling Air Force Base 25, DC

AIR FORCE RESERVE ORDERS)
NUMBER 222)

EXTRACT

18 December 1956

1. DP LT COL HELEN E HANSON AL600304 (Ready Res) (Non rated-NOFS) (PAFSC 701A) (Perm add: 1500 Arlington Blvd, Arlington, Va) (Yrs sv 13) (Marital Status S) (Depns 0) (W/E 1) w/res asgmt Hq USAF (MOARS-Tng Cat "D") (Off Sec of the Air Stf, Field Ext) Washington, DC is ordered to AD for 15 days tng with the 1007th Air Intelligence Svc Gp, USAF, Washington, DC. Off WP on EDT 4 Jan 57 fr perm add to Bolling AFB, Washington DC rept NLT 0830 hrs 4 Jan 57 at Rm 1302, Bldg 410 thence to Comdr, 1007th Air Intelligence Svc Gp, USAF, Washington, DC. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 18 Jan 57. Accrued lv not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn: Bud & Fisc Off. (Auth: AFR 45-14 & ltr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).
2. DP MAJ PAULINE E SPOFFORD AL200045 (Ready Res) (Non rated-NOFS) (PAFSC 721) (Perm add: 1422 - 36th St NW, Washington, DC) (Yrs sv 15) (Marital Status S) (Depns 0) (W/E 1) w/res asgmt Hq USAF (MOARS-Tng Cat "D") (Off Sec of the Air Stf, Field Ext) Washington, DC is ordered to AD for 15 days tng with the Off of the Chief Special Warfare, Dept of Army, Washington, DC. Off WP on EDT 7 Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 0830 hrs 7 Jan 57 at Rm 1302, Bldg 410 thence to Rm 3D254, The Pentagon. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 21 Jan 57. Accrued lv not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Tvl chargeable to 5773700 061-7966 P757-02 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn: Bud & Fisc Off. (Auth: AFR 45-14 & ltr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).
3. DP LT COL ADOLPH H GRAETZ AO388982 (Ready Res) (Non rated-NOFS) (PAFSC 641) (Perm add: 16 Oxford Rd, Massapequa, LI, NY) (Yrs sv 16) (Marital Status M) (Depns 1) (W/E 2) w/res asgmt Hq USAF (MOARS-Tng Cat "B") (Dir of Supply & Svcs, DCS/M) Washington, DC is ordered to AD for 15 days tng with the Off of the Secretary of Defense, Military Personnel Br, OSD, Washington, DC. Off WP on EDT 14 Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 14 Jan 57 at Rm 1302, Bldg 410 thence to Rm 3C974, The Pentagon. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 28 Jan 57. Accrued lv not auth. AFR 35-22 applies. Off is cleared for access to SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Tvl chargeable to 5773700 061-7966 P757-02 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB, 25, DC, Attn: Budget & Fisc Off. (Auth: AFR 45-14 & ltr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).

AFRO 222, HEDCOM, USAF, dtd 18 December 1956, cont

4. DP LT COL THOMAS M BAILEY AO902890 (Ready Res) (Non rated-NOFS) (PAFSC 231) (Perm add: 6621 Wilmington Dr, Falls Church, Va) (Yrs sv 17) (Marital Status M) (Depns 3) (W/E 4) w/res asgmt Hq USAF (MOARS-Tng Cat "D") Washington, DC is ordered to AD for 15 days tng with the Dir of Intelligence, DCS/O, Hq USAF, Washington, DC. Off WP on EDT 14 Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 0830 hrs 14 Jan 57 at Rm 1302, Bldg 410 thence to Rm 4B935, The Pentagon. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDT 28 Jan 57. Accrued lv not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Tvl chargeable to 5773700 061-7966 P757-02 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn: Bud & Fisc Off. (Auth: AFR 45-14 & ltr DAF (AFMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).

5. SMOP 6, AFRO 190, this Hq, dtd 19 Oct 56 pertaining to Special Tour for CAPT ARTHUR C JACKSON AO2064152 (Perm add: 502 E Southampton Dr, Silver Springs, Md) as reads "AD for 90 days Special Tour" is amnd to read "AD for 59 days Special Tour" as reads "EDRT 19 Jan 57." is amnd to read "EDRT 19 Dec 56." as reads "Off will be reimbursed for accrued lv (8) days." is amnd to read "Off will be reimbursed for accrued lv (5) days." (Auth: ltr DAF (AFMP-R) subj: Amendment of Orders, dtd 18 Dec 56).

6. LT COL EDMUND L HARTUNG AO429296 (Ready Res) (Non rated-NOFS) (PAFSC 653) (Perm add: 3292 S Utah St, Arlington, Va) curr holding a mob asgmt with Hq USAF (MOARS-Tng Cat "D") (Off of the Asst Sec of the AF, Materiel) Washington, DC is reassigned to a mob asgmt (MOARS-Tng Cat "D") with the Off of Legislative Liaison, OSAF, Washington, DC in duty AFSC 701. Off will rept to unit of asgmt in person or by mail as soon as possible. (Auth: AFR 45-3 & ltr DAF (AFMP-R) subj: Reassignment, dtd 12 Dec 56).

BY ORDER OF THE COMMANDER:

OFFICIAL:

William C Flannigan
WILLIAM C FLANNIGAN
Major, USAF
Asst Adj

N. H. VAN SICKLEN
Colonel, USAF
Chief of Staff

DISTRIBUTION:

- | | |
|-----------------------------------|---------------------------------------|
| 10 - Par 1,2,3,4,5 | 2 - Dir Stat Svcs, HEDCOM |
| 2 - Par 6 | Attn: MSgt Davis |
| 2 - Unit concerned Ea Off | 2 - Dir Spec Inv, 1005th IG |
| 3 - ARRC Ea Off | Attn: Lt Craig |
| 1 - 201 File DRA Ea Off | 2 - Dir Intell, DCS/O |
| 1 - Acct & Fin HEDCOM | Attn: Lt Col Bock |
| 4 - Bud & Fisc HEDCOM | 2 - Exec Off, DCS/M, Attn: Maj Burton |
| 12 - Dir Mil Pers, DCS/P, Hq USAF | 2 - Off, Chief Special Warfare, DA |
| Res Acty Gp | Attn: Maj Jelley |
| 1 - Off Mail Rm, HEDCOM | 2 - Comdr, 1007th Air Int Svc Gp |
| | Attn: Lt Col Dahl |

ehg

~~CONFIDENTIAL~~

Summary Report

10 June 1955

MEMORANDUM FOR: CIA Incentive Awards Committee

THRU: Special Assistant to the DD/I (Admin.)

FROM: Acting Assistant Director, C&D

SUBJECT: Monetary Award for Helen E. Hanson

1. For the past eight years, Helen E. Hanson the Administrative Officer of OCD, has served the Agency with efficiency and loyalty. As a GS-13, she has handled all of the usual administrative chores for an office of over [] people with a staff of only [] assistants.

2. Her performance over the years has been consistently exemplary. She has maintained exceptionally good rapport with OCD employees at all levels and is respected and admired by them. As a result, she has been able to short-stop many personnel actions before they could become real problems. Her dealings with members of the Office of Personnel and contacts with counterpart staffs in the Agency have been particularly effective. And, she has proven herself capable of conserving OCD funds and keeping manpower requirements down. The many compliments which OCD has received regarding her tact, good judgment, and enterprise are testimony to her outstanding ability. Assistant to the DD/I (Admin.)

3. A striking example of her initiative is the way in which she devised a plan for reducing personnel turnover in OCD. As a vacancy opens in OCD, the Administrative Staff prepares summaries of the qualifications of all OCD employees eligible for the job. The Division Chief who has the vacancy reviews the summaries and prepares recommendations for the OCD Career Service Board. This procedure guarantees that OCD's higher jobs will be staffed by the most experienced and best qualified people in the Office; it encourages personnel to remain with the Office because they are aware that they will be considered for opportunities which arise in any Division; and, it serves as a general morale booster.

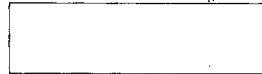
4. I feel confident that no Office is better served by its Administrative Officer than OCD and I suspect that, due largely to her efforts, our administrative overhead is probably the lowest proportionately of any sizable office or staff in the Agency.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 2 -

5. It is therefore recommended that Miss Helen E. Hanson receive a cash award, of an appropriate amount, for her exemplary performance of assigned tasks which has resulted in increased efficiency and improvement of OCD operations.



1st End.

TO: CIA Incentive Awards Committee

22 June 1955

I am very familiar with Miss Hanson's work through daily contact and highly recommend an appropriate cash award in recognition of her outstanding performance.

[Faint, mostly illegible text follows]

Assistant to the DD/I (Admin.)

[Faint, mostly illegible text follows]

[Faint, mostly illegible text follows]

~~CONFIDENTIAL~~

~~SECRET~~



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

15 JUL 1955

MEMORANDUM FOR: Helen E. Hanson

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

A handwritten signature in black ink, reading "Harrison G. Reynolds".

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

A handwritten signature in black ink, reading "Helen E. Hanson".

Date: 18 July 1955

Career Service Staff
Office of Personnel
1 SEP 1955

~~SECRET~~

~~RESTRICTED~~
SECURITY INFORMATION

10 April 1952

Miss Helen E. HANSON - Personnel folder

MEMORANDUM FOR: ASSISTANT DIRECTOR, CD

FROM: OCD Division Chiefs (BR, IR, Liaison and Library)

SUBJECT: Commendation

1. The four OCD Divisions involved in the move to [] are now settled in their new quarters. At best, the move was a difficult and complex operation. It was accomplished, however, with a minimum of upset and confusion.

2. We feel that [] and the Administrative Staff deserve to be commended for the attention, personal time, and untiring support which they gave in order to make sure that the operation went off smoothly and efficiently. The able manner in which [] conducted [] business on our behalf has provided a model of good administration for all of us to follow. He seemed to be everywhere at once, constantly on the scene, and yet through the ordeal he managed to remain his usual pleasant, cooperative self.

3. Each and every member of our respective staffs join with us in expressing to [], Miss Hanson, and [] through you, our gratitude and appreciation of their efforts.

[]
Chief, BR

[]
Chief, IR

[]
Chief, Liaison

[]
Chief, Librarian

BRANCH

APR 11 4 55 PM '52

PERSONNEL

~~RESTRICTED~~

Miss Helen E. HANSON - Personnel Folder

10 April 1952

My dear Helen,

The job which you have done for the Agency in the several weeks just past is one which I shall never forget.

Your problem was to plan for and then actually effect the uprooting of some [] office workers - complete with their desks, file cabinets, telephones, and impedimenta - and then re-install them in []. What made the job uniquely difficult was that it must be done without major interruption to any of the various tasks on which these workers were engaged. For any such interruption would surely have far-reaching and serious effects upon the workings of the Agency, and it might conceivably - if there were critical international developments in the interlude - work harm to the nation.

The problem seemed insoluble. But you solved it. The advance planning was superb, and the actual move itself was carried out almost entirely over a weekend when, normally, only the skeleton crews would have been at work. All units were working in the old quarters at about 90% of peak efficiency on Friday afternoon, and nearly all were working efficiently in the new location by Monday noon.

You will urge upon me that I not give too much credit to yourself for a job which, in its most critical moments, was largely performed by the outstanding members of the staffs concerned. This is modest of you, and it is true that we owe much to the many men and women who labored till midnight each day in dungarees and work clothes, but I say to you that it was your own example and leadership which produced so remarkable a response from the staffs concerned. All dreaded the move, all feared the worst, and there was reason for them to do so. But, while setting an example of indefatigable energy yourself, you also found time somehow to deal humanly and generously with each of the hundreds of little complaints from worried people. So a majority followed your example, within their capacity to do so, and even the few chronic discontented were ~~shaped~~ into silence. I had expected twenty to thirty resignations, and there has not been one.

666 SI 4 SS BH 25
Thank you, Helen. May your star ever flourish.

PERSONNEL

Miss Helen E. Hanson

[]
Assistant Director

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

CENTRAL INTELLIGENCE AGENCY
(DEPT. OR ESTAB.)

(BUREAU OR OFFICE)

WASHINGTON, D.C.
(PLACE OF EMPLOYMENT)

I, HELEN E. HANSON, DO HEREBY SWEAR (OR AFFIRM)
THAT I AM NOT ENGAGED IN ANY STRIKE AGAINST THE GOVERNMENT OF THE UNITED
STATES AND THAT I WILL NOT SO ENGAGE WHILE AN EMPLOYEE OF THE GOVERNMENT
OF THE UNITED STATES; THAT I AM NOT A MEMBER OF AN ORGANIZATION OF GOVERN-
MENT EMPLOYEES THAT ASSERTS THE RIGHT TO STRIKE AGAINST THE GOVERNMENT OF
THE UNITED STATES, AND THAT I WILL NOT WHILE A GOVERNMENT EMPLOYEE BECOME
A MEMBER OF SUCH AN ORGANIZATION.

Helen E. Hanson
(SIGNATURE OF EMPLOYEE OR APPOINTEE)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6th DAY OF
OCTOBER, 1947 AT WASHINGTON, STATE OF D.C.

APPOINTMENT CLERK

Chapter 145, Title II, Sec. 206
Act of June 26, 1943.

OATH OF OFFICE, AFFIDAVIT,
AND
DECLARATION OF APPOINTEE

CENTRAL INTELLIGENCE AGENCY

(Department or Establishment)

(Bureau or Division)

WASHINGTON, D. C.

(Place of Employment)

A.
OATH OF
OFFICE

I, HELEN E. HANSON
Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

B.
AFFIDAVIT

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C.
DECLARATION
OF APPOINTEE

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;

(4) the answers contained in my Application for Federal Employment, Form No. _____, dated _____, 19____, filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

Helen E. Hanson

(Signature of Appointee)

Subscribed and sworn before me this 6th day of October A. D. 1947

at WASHINGTON D. C.
(City) (State)

[SEAL]

Appointment Clerk

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

Chapter 115, Title 17, Sec. 205
Act of June 26, 1943

6 OCTOBER 1947
(Date of Entrance on Duty)

Librarian

(Position to which appointed)

\$3397.20

July 16, 1913
(Date of Birth)

Helen [redacted] son,
Jul. 6, 1913.

Washington, D. C.

- (d) Acted as consultant on training policies pertaining to the Women's Army Corps and was responsible for making appropriate recommendations.
 - (e) Supervised all clerical and administrative personnel in the Training Group including civilian and military personnel.
3. Duty assignment from March 1945 - Oct. 1945:
Deputy WAC Staff Director and WAC Staff Director, Mediterranean Theater of Operations. Duties included:
- (a) Formulation of policies governing the 1500 members of the WAC in that theater.
 - (b) Continuous inspection trips to WAC units in various parts of Italy, to insure their effective utilization, well-being and conformity with established policies.
 - (c) Working in close liaison with other women's services, i.e., Army Nurse Corps, Red Cross, British, etc.
 - (d) Supervising the demobilization of the WACs after VE Day.
4. Duty assignment from Nov. 1945 - Nov. 1946:
Personnel staff officer in the Personnel and Administration Division of the War Department General Staff, and Executive Officer to the Director, Women's Army Corps. Duties included:
- (a) Assisted in formulating plans and policies governing all personnel of the Women's Army Corps, which covered supply, administration, utilization, recreation, welfare and every phase of Army life as it affects women.
 - (b) Took final action on correspondence, and verbal and written requests pertaining to the WAC, coming to the staff level for approval.
 - (c) Represented the Director, WAC at numerous conferences with War Department agencies, civilian groups, and the other women's services.
 - (d) Assisted in formulating projected plans for the utilization of women in the Regular Army and Organized Reserves.
 - (e) Initiated studies and surveys made on various phases of the WAC.
 - (f) Maintained continuous liaison with all War Department agencies taking implementing action on WAC policies to insure desired results. Also continued liaison with subordinate representatives of the Director, WAC, throughout the U.S.
 - (g) Supervised clerical and administrative personnel in the office, including civilian and military personnel.

Miss Helen E. Hanson, [redacted]
July 16, 1913.

Washington, D. C.

17. Military Experience

1. Duty assignments from Sept. 1942 - February 1944:
Chief WAC Officer Candidate Section, School Secretary of WAC Officer Candidate School, Director of Training at WAC Training Centers, Ft. Des Moines and Ft. Oglethorpe. Duties and responsibilities included the following:
 - (a) Planning and outlining courses of study taught in the Officer Candidate School during a period in which approximately 5,000 women were commissioned. Courses included organization of the Army, administration, supply, leadership, methods of training, current history, etc., Arranged all class schedules.
 - (b) Supervision over courses taught in other training center activities such as basic training, clerks' course, cooks and bakers school and advanced officers' training. Approximate number of women in training at one time was 6,000.
 - (c) Initiated and directed the use of training aids, testing procedures, demonstrations & other aspects of learning.
 - (d) Direct supervision over all instructors, varying from 15 to 100 in number. Responsible for their selection, training, their satisfactory performance, and final efficiency ratings.
 - (e) Served as President of numerous boards for the purpose of interviewing and selecting applicants for OC School, and on other boards to eliminate unsuccessful candidates.
2. Duty assignment from March 1944 - Feb. 1945:
Staff Officer and Executive Officer under Brig. General J.S. Bradley in the Organization and Training Division of the War Department General Staff. Duties included the following:
 - (a) Extensive research in the preparation of staff studies, surveys and action papers for the Chief of the Division and the Chief of Staff.
 - (b) Security officer for the Training Group, responsible for the proper handling of all classified material, including "TOP SECRET."
 - (c) Screening of all incoming and outgoing correspondence in the Training Group. Prepared resumes of all informational matter for the Chief of the Group.

~~CONFIDENTIAL~~

SECURITY OFFICE

~~CONFIDENTIAL~~

Investigation Report

Subject: HANSON, Helen E.

Date: 17 Sept. 1947

Number:

To: Chief, Personnel Branch

1. Investigation directed by:

2. Sources of information:

3. Remarks: Subject is being considered for a position in ORE as Librarian,
 as per your request for clearance dated 3 July 1947.

4. Recommendation:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT
TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME
FUTURE DATE. INTERVIEW WAIVED.

60 UNLESS THE APPLICANT ENTERS UPON DUTY WITHIN
60 DAYS FROM ABOVE DATE. THIS APPROVAL BECOMES
INVALID.

By


*Photo + PHS
Requested*

*Photo req.
5-13-51
2nd req.*

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SECRET
(When Filled In)

PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) HANSON, Helen Evelyn		DATE OF BIRTH Jul 1913	
<p>23.</p> <div data-bbox="662 298 1081 900" data-label="Image"></div>			
<p>25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL</p>			
<p>26. ADDITIONAL INFORMATION</p> <p><u>Commendations 1952</u> from AD/CD and four OCD Division Chiefs for advance planning, able assistance rendered, and success of the move to new quarters.</p> <p><u>Commendation 1954</u> from Chairman, CIA Career Service Board, for excellent Final Report of the Panel on Career Service for Women.</p> <p><u>Award 1955</u> of \$500.00 for Superior Performance of duty.</p> <p><u>Appointed 1956</u> member of Suggestion Award Committee for FY 1957.</p> <p><u>Appreciation 1958</u> from Chairman, SAC, for helpful service as a member.</p> <p><u>Commendation 1958</u> from AD/CR for serving as a member of inter-office task team which reviewed the OCR management reports system.</p>			
27. DATE REVIEWED 4 Mar 1964		28. PROFILE REVIEWED BY	

FORM NO. 1200 (PART 2) REPLACES FORM 1000 (PART 2) WHICH IS OBSOLETE.

SECRET

PROFILE

(4)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

It is difficult to overstate the case for Miss Hanson. Her devotion to duty and hard work in continually assessing the people and programs of the Office, to make its contribution to the Agency maximal, and to ensure its regular re-vitalization, are without precedent. Within her own staff, she has selected as assistants extremely competent people and is constantly encouraging and developing her junior people for positions of greater responsibility elsewhere. Her knowledge of and dealing with budgetary and personnel matters have been acknowledged by others outside the Office as exemplary.

Modest about her own contribution, Miss Hanson is quick to give credit to others.

Miss Hanson was one of two Agency nominees for the First Annual Federal Woman's Award; she received from the DCI a Citation for Outstanding Performance in 1955. More recently she received a letter of appreciation from General Carter, DDCI, for heading a group of Agency employees in charge of decorating Headquarters last Christmas with great success. We will continue to consider her nomination for appropriate recognition.

SECTION D**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 3 May 1963	SIGNATURE OF EMPLOYEE <i>Helen E. Hanson</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 66	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 3 May 63	OFFICIAL TITLE OF SUPERVISOR AD/CR	
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

(When Filled In)

CAREER SERVICE

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) HANSON		(First) Helen		(Middle) E.	DATE OF BIRTH 1913 MAY 20	3. SEX F	4. GRADE 14	5. SD
6. OFFICIAL POSITION TITLE Admin. Officer					7. OFF/DIV/BR OF ASSIGNMENT MOCB/OAD/AS		8. CURRENT STATION HQ	
9. CHECK (X) TYPE OF APPOINTMENT					10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)					<input checked="" type="checkbox"/>	ANNUAL		REASSIGNMENT EMPLOYEE
<input type="checkbox"/> SPECIAL (Specify):					<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.					12. REPORTING PERIOD (From- to-) 3/31/62 - 3/31/63			

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Chief, Administrative Staff, responsible for administrative support to the AD/CR and the Office as a whole, which function is performed with a staff of []	RATING LETTER O
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

15 MAY 1963

RATING LETTER

O

SECRET

1. PERSONAL NO.		BIOGRAPHIC PROFILE (PART I) SCD: 29 Mar 1943			
2. NAME (Last, First, Middle Initial)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE	
HANSON, Helen Evelyn		F	Jul 1913	6 Oct 1947	
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. emp- ployee)	8. US NATURALIZATION DATE(S)		9. SPOUSE	
Single	0	NA			
10. CAREER STAFF STATUS	MEMBERSHIP	11. OTHER STATUS	12. LAST MED. RPT. DATE	13. QUAL. FOR	14. EVAL. FOR
	Jul 1954		Oct 1947	Dept	EOD
15. CURRENT RESERVE STATUS	NONE	SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. - 1	RELEASE TO MIL. SER. CAT. - 2
		Air Force	Lt Col		X
16. ASSESSMENT DATE		17. PROFESSIONAL TEST DATE		18. LANGUAGE APTITUDE TEST DATE	
None		None		None	
19. NON-CIA EMPLOYMENT					
1935-38 Board of Educ, Amery, Wis - Teacher of H S English, Librarian					
1938-42 Board of Educ, Niagara, Wis - Teacher of H S English, Librarian					
1942-46 Military Service, US Army, WAC Lt Col - Training Off Exec Off					
WAC Staff Director in Mediterranean Theater					
20. NON-CIA EDUCATION					
1931-35 St. Olaf College, Northfield, Minn - BA English, History					
1935-36 Univ of Wisconsin Extension - Library course					
1956 National Resources Orientation Course - Armed Forces Industrial College					
1957 Communist Strategy - Foreign Service Institute					
21. FOREIGN LANGUAGE ABILITIES (Language, Profi- ciency, Date Tested)		French - R Elem; W, P, S, U, T None - Nov 1958			
22. AGENCY SPONSORED TRAINING					
1951 CIA Orient					
1958 Basic Mgmt					
23. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SS	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Oct 1947	Librarian			ORE/Ref Br/Intel Documents	Hq
Aug 1948	"			Exec, Adm Mgt/Ref Cen/Library	"
Mar 1949	Admin Off.			OCD/Ch, Admin Stf	"
Feb 1951	" "	12		" " " "	"
Sep 1952	" "	13		" " " "	"
Nov 1955	" "	14		OOR/Off of AD/Ch, Admin Stf	"
May 1963	" "	14		" " " " " "	"
24. DATE REVIEWED		25. PROFILE REVIEWED BY		26. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE	
4 Mar 1964				26 Aug 1959	

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES (CIVIL OR MILITARY)

REMARKS: (ADDITIONAL PERTINENT INFORMATION)

Enjoys reports and analysis -
Will consider taking a course in shorthand
& typing to qualify for an overseas Asst.

CLEARED FOR CONSIDERATION BY:

SERVICE RECORD CHECKED:

FORM NO. 66-1

FORM NO. 20

RATINGS

FACTORS	SUP	E	VS	S	UNS	EXPLANATION
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.		✓				Needs a job - just out of the WAC
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.	✓					From Pvt. to LT. Col. in WAC - Held staff jobs
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.		✓				MATURE AND STABLE
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.	✓					WAC Staff Director and ADMIN. Asst. to WAC Director
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.	✓					ARMY career exhibited qualities of leadership.
PHYSICAL ABILITY - APPEARANCE, PRESENCE, VIGOR, STAMINA.		✓				Very nice looking

SOURCE		REPORT OF INTERVIEW		CONTROL NUMBER	
FIELD <input type="checkbox"/> CASUAL <input type="checkbox"/>				DATE 7 MAR '47	
RECOMMENDED FOR BRANCH F B T -		DESK		REFERRED BY WAC HQS -	
NAME (LAST) (FIRST) (MIDDLE) Helen E. HANSON		GRADE		DEPT., OFFICE OR BRANCH	
SERIAL NUMBER		ORGANIZATION		DATE OF BIRTH 16 July 1913	
ADDRESS (BUSINESS OR MILITARY)				TELEPHONE	
ADDRESS (HOME) [Redacted] WASH. D.C.				TE [Redacted]	
CITIZENSHIP (HOW ACQUIRED) By birth - Mother born in Sweden No relatives overseas Father born in Wisconsin					
NAME (HUSBAND OR WIFE) Single				DATE OF BIRTH	
PLACE OF BIRTH		CITIZENSHIP (HOW ACQUIRED)			
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND EXTRA CURRICULAR ACTIVITIES)					
ST. OLAF College - Minnesota - B.A. 1935 MAJORED in English - Types touch system 30 W.P.M -					
LANGUAGES (DEGREE OF FLUENCY, HOW ACQUIRED)					
FRENCH - 2 yrs. in college purely academic					
FOREIGN EXPERIENCE (EXTENT AND PURPOSE)					
TRAVELED in the Army to Greece, Palestine, Egypt - North Africa - Germany, France, & Switzerland -					
PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL SKILLS, ACCOMPLISHMENTS, ELECTIVE OFFICES)					
7 yrs. Teacher - Avery, Wis. + Niagara, Wis. taught High School English & was LIBRARIAN - Before coming into the Army					
MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE SCHOOLS, IF OFFICER: MANNER OF PERFORMANCE RATINGS; IF EN: ICJ SCORE, DEGREE OF SKILLS, MOS AND MCO TITLES)					
July '42 - discharged JAN. 26 - '47 - LT. Col. WAS in TRNG - Planning for 18 months - staff officer Exec. & Admin - G-3 - 8 months staff director in Italy CASERTE - CAM - WAC HQS. as Exec Officer to Col. Boyce -					

7 July 1947

Miss Helen E. Hanson

Dear Miss Hanson:

You are at present being considered for employment with the Central Intelligence Group as a Librarian, \$3397.20 per annum. The position for which you are being considered is pending review and approval by our budget committee. There are a number of factors involved, such as review of qualifications, approval of grade by the Civil Service Commission, etc., all of which is a somewhat time-consuming process often requiring four to eight weeks to complete.

If for any reason you are unable to accept employment with this organization, please let us know at once so that consideration of your case may be cancelled.

We appreciate your interest and cooperation and will communicate with you as soon as possible.

Very truly yours,

5

ANDREW E. VAN ESSO
Chief, Procurement & Placement Section
Personnel Division

PERSONNEL ACTION REQUEST

NAME: Miss Helen E. Hanson		BUDGET	DATE 8-8-47
NATURE OF ACTION: <i>App</i> Appointment		CLASSIFICATION	DATE 7-16-47
EFFECTIVE DATE: As soon as possible 6 October 1947		VICE IA <input checked="" type="checkbox"/> VV <input type="checkbox"/> NEW <input type="checkbox"/>	DATE 1/4/47
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		EMPLOYMENT	DATE 8/7/47
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		CHIEF, PERSONNEL DIV	DATE 8/8/47
FROM TO			
TITLE	Librarian P-2		
GRADE AND SALARY	\$3397.20		
OFFICE	Reports and Estimates		
BRANCH	Reference Branch		
DIVISION	Intelligence Documents		
SECTION	Accession, Reference & Circulation		
OFFICIAL STATION	Washington, D. C.		
DEPT. OR FIELD	Departmental		
REMARKS: Attachments: 57 (2 copies) 38-1 (2 copies) advised branch 9/19/47 Branch O.K. 9-23-47 1264 for Exec Officer APPROVED: A. H. McCOLLUM, Captain, USN Deputy Assistant Director Reports and Estimates 5 June 1947 JUN 6			

PERSONNEL ACTION REQUEST

NAME: HELEN E. HANSON	CLASSIFICATION VICE 1A <input checked="" type="checkbox"/> VV NEW	INITIAL 6-3-49	DATE CIV
NATURE OF ACTION: PROMOTION AND TRANSFER	QUALIFICATION & REVIEW	INITIAL	DATE
EFFECTIVE DATE: AS SOON AS POSSIBLE			
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	APPROVED:		
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	SIGNATURE (EXECUTIVE DIRECTOR)		
	SIGNATURE (EXECUTIVE FOR A&M)		
	SIGNATURE (CHIEF, PERSONNEL BRANCH)		

	FROM	TO
TITLE	LIBRARIAN	LIBRARIAN
GRADE AND SALARY	<input type="checkbox"/> \$339.20	<input type="checkbox"/> \$4149.60
OFFICE	EXECUTIVE FOR A & M	EXECUTIVE FOR A & M
BRANCH	REFERENCE CENTER	REFERENCE CENTER
DIVISION	INTELLIGENCE DIV	INTELLIGENCE DOCUMENTS
SECTION	ACCESSION, REFERENCE, INFORMATION	BIBLIOGRAPHIC SECTION
OFFICIAL STATION	WASHINGTON, D.C.	WASHINGTON, D.C.
DEPT. OR FIELD	DEPARTMENTAL	DEPARTMENTAL

REMARKS: Action re-submitted on basis of attached memo from <input type="checkbox"/> dated <input type="checkbox"/> 18 June 1948. <i>Ret. 6/24/48 NAB</i> <i>* to be considered at end of 30 day trial period.</i>	APPROVED: <input type="checkbox"/> Executive Assistant Director, OCD
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER <input type="checkbox"/> Administrative Officer, OCD	DATE 21 June 1948
-----------------------------------------------------------------------------------------------------------------------------------	--------------------------

PERSONNEL ACTION REQUEST

NAME: Helen E. Hanson	BUDGET	INITIAL	DATE
NATURE OF ACTION: Transfer & Promotion	CLASSIFICATION	INITIAL	DATE
EFFECTIVE DATE: As soon as possible	VICE 1A VV NEW	6-3-47	
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	EMPLOYMENT	INITIAL	DATE
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	CHIEF, PERSONNEL DIV	INITIAL	DATE

FROM		TO
TITLE	Librarian	Librarian
GRADE AND SALARY	\$3397.20	\$4149.60
OFFICE	Reports & Estimates	Exec. for A&M
BRANCH	Reference Branch	Reference Center
DIVISION	Intelligence Documents	Library Intelligence Documents
SECTION	Accession, Reference & Circulation (Information Unit)	Bibliographic Section
OFFICIAL STATION	Washington, D. C.	Washington, D. C.
DEPT. OR FIELD	Departmental	Departmental

REMARKS: From to		APPROVED: Deputy Chief Reference Center
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER	DATE	
Administrative Officer	y 1948	

PERSONNEL ACTION REQUEST

NAME: HELEN E. HANSON		CLASSIFICATION: VICE		DATE 8-13-48
NATURE OF ACTION: <input checked="" type="checkbox"/> PROMOTION AND TRANSFER		1A	<input checked="" type="checkbox"/>	6-3-47
		VV	<input type="checkbox"/>	
		NEW	<input type="checkbox"/>	
EFFECTIVE DATE: 22 Aug 1948 AS SOON AS POSSIBLE		QUALIFICATION & REVIEW		DATE 8-4-48 8-13-48 8-16-48
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		APPROVED:		
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		SIGNATURE (EXECUTIVE DIRECTOR)		
		SIGNATURE (CHIEF, PERSONNEL BRANCH)		

	FROM	TO
TITLE	LIBRARIAN	LIBRARIAN
GRADE AND SALARY	3727.20 \$3397.20	4479.60 \$4479.60
OFFICE	EXECUTIVE FOR A & M	EXECUTIVE FOR A & M
BRANCH	REFERENCE CENTER	REFERENCE CENTER
DIVISION	INTELLIGENCE DOCUMENTS	<i>Library</i> INTELLIGENCE DOCUMENTS
SECTION	ACCESSION, REFERENCE & CIRCULATION (INFORMATION UNIT)	BIBLIOGRAPHIC SECTION
OFFICIAL STATION	WASHINGTON, D. C.	WASHINGTON, D. C.
DEPT. OR FIELD	DEPARTMENTAL	DEPARTMENTAL

REMARKS: Action resubmitted on basis of request from personnel after a 30 day period.	APPROVED: Ed 8/6/48-MB 1120
Executive Assistant Director, OCD	

RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER	DATE
Administrative Director, OCD	24 JULY 48

PERSONNEL ACTION REQUEST

NAME:

HELEN E. HANSON

CLASSIFICATION

DATE

3-3-49

VICE

1A

VV

NEW

QUALIFICATION & REVIEW

DATE

3-4-49

NATURE OF ACTION:

TRANSFER & PROMOTION

EFFECTIVE DATE:

20 March 1949
AS SOON AS POSSIBLE

FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS
LAST WORKING DAY:

FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY
SIGNATURE OF EMPLOYEE:

SIGNATURE (EXECUTIVE DIRECTOR)

SIGN

FOR A&M

SIGNATURE (CHIEF, PERSONNEL BRANCH)

FROM

TO

TITLE

Librarian,

Administrative Officer,

GRADE AND SALARY

4479.60
\$4149.60 per annum

\$5232.00 per annum

OFFICE

Executive for Admin

Collection & Dissemination

BRANCH

Reference Center

Administrative Staff

DIVISION

Library

Office of the Chief

SECTION

Bibliographic Section

OFFICIAL STATION

Washington, D. C.

Washington, D. C.

DEPT. or FIELD

Departmental

Departmental

REMARKS:

From

Encumbering

Desk audited 3/3/49

Approved

Executive Assistant Director, OCD

RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

DATE

28 January 1949

Personnel Officer, OCD

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME Helen E. Hanson		REQUESTED EFFECTIVE DATE 18 Feb 51		
NATURE OF ACTION Promotion		WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM		TO		
TITLE Administrative Officer, GS-11		Administrative Officer, GS-12		
GRADE AND SALARY GS-11, \$5232.00 per annum		GS-12, \$6400.00 per annum		
OFFICE Collection and Dissemination		Collection and Dissemination		
DIVISION Office of the Chief		Office of the Chief		
BRANCH AND SECTION Administrative Staff		Administrative Staff		
OFFICIAL STATION Washington, D. C.		Washington, D. C.		
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: <div style="float: right; text-align: right; margin-top: 20px;"> Approved: <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto;"></div> Executive Assistant Director, OCD </div> <div style="clear: both;"></div>				
RECOMMENDED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 12 February 1951 <small>(DATE)</small> </div> <div style="text-align: center;"> <small>(SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ADM. OFFICER)</small> </div> </div>				
FOR USE OF PERSONNEL ONLY				
PLACEMENT		TRANSACTIONS AND RECORDS		
DATE QUALIFICATIONS APPROVED		APPROPRIATION:		
CLEARANCE REQUESTED		ALLOTMENT:		
DATE TYPE DATE TYPE		C. S. C. AUTHORITY:		
DATE SIGNATURE		DATE SIGNATURE		
CLASSIFICATION		PERSONNEL RELATIONS		
C. S. C. NO. DATE APPROVAL		DATE SIGNATURE		
NEW VICE I. A. REAL		APPROVALS		
DATE EFFECTIVE DATE		DATE SIGNATURE OF EXECUTIVE		

PERSONNEL ACTION REQUEST		REGISTER NUMBER
NAME ^{POSS} <i>Miss</i> Helen E. Hanson		REQUESTED EFFECTIVE DATE <i>9/14/52</i>
NATURE OF ACTION <i>Promotion</i>		WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:
FROM		TO
TITLE <i>Administrative Officer</i>		<i>Administrative Officer</i>
GRADE AND SALARY GS- <i>37240.00</i> per annum		GS- <i>37360.00</i> per annum
OFFICE <i>Collection and Dissemination</i>		<i>Collection and Dissemination</i>
DIVISION <i>Office of Assistant Director</i>		<i>Office of Assistant Director</i>
BRANCH AND SECTION <i>Administrative Staff</i>		<i>Administrative Staff</i>
OFFICIAL STATION <i>Washington, D. C.</i>		<i>Washington, D. C.</i>
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>

REMARKS:

*PSI processed off
8/17/52*

ASSISTANT DIRECTOR, OD

RECOMMENDED:

11 September 1952

DATE

SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ADM. OFFICER

FOR USE OF PERSONNEL ONLY

PLACEMENT				TRANSACTIONS AND RECORDS	
DATE QUALIFICATIONS <i>9-5-52</i>				APPROPRIATION	
CLEARANCE REQUEST				ALLOTMENT:	
DATE	TYPE	DATE	TYPE	CSC AUTHORITY	
DATE	SIGNATURE			DATE SIGNATURE	<i>9/5/52</i>
CLASSIFICATION				PERSONNEL RELATIONS	
B	C.S.C. NO.	DATE AP		DATE	SIGNATURE
NEW	VICE	I.A.	REAL	APPROVALS	
DATE	SIGNATURE			DATE	SIGNATURE OF EXECUTIVE
EFFECTIVE DATE				DATE	SIGNATURE OF DIVISION CHIEF

FORM NO. 37-3
NOV 1949

SEP 5 1952

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MISS HELEN E. HANSON	16 JULY 1913		31 MAR 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: 11 APR 1954	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM— Adm. Officer GS \$8560.00 per annum 8560.00	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO— Adm. Officer GS \$8560.00 per annum 8560.00 DDI/OCD Office of Assistant Director Administrative Staff, Washington, D. C.
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

PERIODIC STEP INCREASE DUE 14 March 1954

TO SALARY \$ 8560.00

B. REQUESTED BY (Name and title)		D. REQUEST APPROVED BY Signature: <u>Helen E. Hanson</u> Title: <u>Administrative Officer, CD</u>	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWII <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>	
15. SEX F <input checked="" type="checkbox"/> W <input type="checkbox"/>	16. RACE F <input checked="" type="checkbox"/> W <input type="checkbox"/>	17. APPROPRIATION FROM TO: 	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)
		19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL		16 Apr 54	
C. CLASSIFICATION		8 Apr 54	
D. PLACEMENT OR EMPL.		1 Apr 54	
E.			

~~SECRET~~



APPLICATION FOR MEMBERSHIP
in the CAREER STAFF of the
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF
THE CENTRAL INTELLIGENCE AGENCY

APPROVED, TO TAKE EFFECT 1 JUL 1954

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

Cudger Boulton

Helen E. Hanson

(Signature)

7 Sept. 1954

(Date)

~~SECRET~~

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MISS HELEN E. HANSON	16 JULY 1913		24 SEPT 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
PROMOTION			
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 6 NOV 1955	

FROM— Administrative Officer, <input type="text"/> GS <input type="text"/> \$8500.00 per annum DDI/OCD 9200.10 9420.00	8. POSITION TITLE AND NUMBER	TO— Administrative Officer, <input type="text"/> GS <input type="text"/> \$9600.00 per annum DDI-OCD 10,320.00
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	Office of Assistant Director Administrative Staff
	11. HEADQUARTERS	Washington, D. C.
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Not.

B. REQUESTED BY (Name and title)		D. REQUEST Signature: <input type="text"/> Title: Assistant Director, OCD	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE	WWII	OTHER	S-PT.
			10-POINT
			DISAB. OTHER
			X
15. SEX F	16. RACE W	17. APPROPRIATION FROM: <input type="text"/> TO: <input type="text"/>	
		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes	19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED			

~~SECRET~~

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 3 April 1964 FOR THE FOLLOWING REASON:
(Date)

Personal reasons - plans for going into private business.

MY LAST WORKING DAY WILL BE—

DATE SIGNED

SIGNATURE OF EMPLOYEE

3 April 1964

18 March 1964

Helen E. Hanson

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

[Empty box for forwarding address]

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a — The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary-Part Time		

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

FIRST LINE
Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Foreign Field or U.S. Field (if pertinent)
Division or Staff (subordinate to first line)
Branch
Section
Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, *the gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel *through* the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

~~SECRET~~

SECRET
(When Filled In)

30 May

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

18 March 1964

1. SERIAL NUMBER		2. NAME (Last-First-Middle)															
		HANSON, Helen E.															
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT													
Resignation		MONTH 4 DAY 3 YEAR 64		Regular													
6. FUNDS		7. COST CENTER NO. CHARGE-ABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)													
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION															
DDI/OCR Office of the Assistant Director Administrative Staff		Washington, D. C.															
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION													
Adm Officer - Ch																	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP													
GS				14-6													
17. SALARY OR RATE		18. REMARKS															
\$ 15,865		One copy sent to Payroll.															
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		DATE SIGNED													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION		20. EMPLOY		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. HODTRS. CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
				NUMERIC ALPHABETIC								MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
												07 16 13					
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX					
MO. DA. YR.				1-CSC 3-FICA 5-NONE		CODE		TYPE		MO. DA. YR.							
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
CODE		0-NONE 1-5 PT. 2-10 PT.		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP		CODE		CODE		0-WAIVER 1-YES		HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
CODE		0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		CODE		FORM EXECUTED		CODE		NO. TAX EXEMPTIONS		FORM EXECUTED		CODE		NO. TAX EXEMP.	
						1-YES 2-NO						1-YES 2-NO					
45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL		DATE APPROVED													

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
		HANSON HELEN E	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
RESIGNATION		MO. DA. YR. 04 03 64	
		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. POSITION NUMBER	
ADM OFFICER CH			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS			
		16. GRADE AND STEP	
		14 6	
		17. SALARY OR RATE	
		15865	
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			